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Executive Secretary, Suggestion Awards  
Committee

24 August 1956

Acting Chief, Records Management Staff

Status of Suggestions: 1617, Typewriter Lift Boxes;  
1826, Outside Activity Clearance Request Form; and  
2187, Reducing the Size of Headings on SF64

1. Suggestion 1617 - Limited trial of lift boxes by the Office of Training Clerical Training Staff proved inconclusive (see comments on file in your office from [ ] and [ ]). We feel that a wider test of the lift boxes will result from our publicizing the advantages of elevating typewriters to the correct height. Accordingly, we are developing a brochure on this subject. It should be published around the first of October. About 60 days after that date we should be able to prepare a final evaluation on this suggestion.

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2. Suggestion 1826 - Proposed change to [ ] providing for the use of Form No. 879, Outside Activity Clearance Request, was distributed for coordination 21 August 1956. Comments were requested by 1 October 1956. About 30 days after that date we should be able to prepare a final evaluation on this suggestion.

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3. Suggestion 2187 - Recommendations on reducing the size of headings on Standard Form No. 64 are expected to go forward to the Bureau of the Budget next week. The memorandum must be first coordinated with the Comptroller. As stated in our interim report on this suggestion, I doubt whether the Bureau will have a decision on our recommendation before the first of next year. Could further follow-up be withheld until then?

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[ ] jml(24Aug.56)

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